

INITIAL APPEAL DOCUMENTS PACKAGE

Despite the fact that the initial appeal documents appear together in this package, they must be filed as separate documents with the court. Here are instructions for saving the forms included in this package as separate documents.

REQUIREMENTS

1. Adobe Acrobat Standard or Professional is required to complete the forms included in this package. **You are encouraged to download and use the Microsoft Word or Corel WordPerfect versions of these forms separately if you do not have Adobe Acrobat Standard or Professional Editions.**
2. Acrobat Reader will let you save the documents separately and fill them out for printing only, but you will not be able to save the completed forms in a format (searchable PDF) accepted by the court. Only Standard or Professional will permit you to save a form after you have filled it out.

TO SEPARATE DOCUMENTS

1. Make sure that you have the latest version of Adobe Acrobat Standard or Professional installed on your computer.
2. Click the link to download the Initial Appeals Packet from our website:
http://www.ca10.uscourts.gov/downloads/2008_init_appeal.pdf
3. The document will either open in a new web browser window or be saved to your desktop. If the document was opened in a new web browser window, skip to Step 5.
4. If the document was saved to your computer, find the file in the location that you saved it and open it with Adobe Acrobat Standard or Professional.
5. Select the document you wish to save from the list in the left column.
6. From the toolbar, click the "Save" icon to reveal the "Save" menu.
7. Choose "Save File from Portfolio...". A dialog will prompt you for a location to save the file. Browse to the location you want to save the document in and choose "Save".
8. Repeat steps 5-7 for each additional document you want to save.